

# Request for Quotes

## Tanyard Branch Watershed Assessment & Planning Project

- I. **Request:** The Town of Easton Maryland is soliciting quotes from qualified professionals to create a watershed management plan for the Tanyard Branch. Completion of this plan will require a detailed assessment of the current conditions within the study area.
- II. **Funding for the project:** This project is being funded primarily by a grant from the Watershed Assistance Grant Program, funded by the EPA Chesapeake Bay Program Office, the Maryland Department of Natural Resources, and the Chesapeake Bay Trust.
- III. **Purpose:** The purpose of this project is to assess the existing conditions of the Tanyard Branch watershed and to then develop a planning tool that identifies problems, highlights objectives and provides solutions in order to greatly improve the health of this waterway and the bodies of water to which it flows. The planning tool developed will include detailed prioritized solutions that can then be implemented in a coordinated manner aimed at efficiently and effectively realizing our objectives.
- IV. **Role of the Consultant:** The selected consultant will perform all aspects of the assessment, participate in stakeholder discussions, draft the planning document under the direction of the Town of Easton, participate in the presentation of the draft to Town of Easton decision makers, and be responsible for finalizing the draft accordingly.
- V. **Scope of work:**
  - 1) **Assessment**
    - a. Establish a baseline of the current conditions of the Tanyard Branch and the land within its watershed. This step will include mapping the stream and the watershed, identifying land uses within the watershed, assessing current water quality conditions, quantifying and assessing sources and the general condition of water entering the waterway.
    - b. Develop targeted load reductions that will need to be realized in order to ensure acceptable water quality levels. Identify and document the causes and sources that will need to be controlled to achieve the targeted load reductions. Sources that need to be controlled will be identified at the significant subcategory level (*e.g.*, X acres of row crops needing improved nutrient management or sediment control; or Y linear feet of eroded streambank needing remediation).
    - c. Develop management measures (for point and nonpoint sources) capable of contributing towards the realization of the targeted load reductions. Develop estimates of the load reductions expected for each management measure

proposed. Estimates will be provided at the same level as in item (b) above (e.g., the total load reduction expected for row crops; or eroded streambanks).

- d. Identify, using maps and descriptions, the critical areas in which management measures will need to be implemented to achieve the load reductions estimated under paragraph (b)
  - e. Develop an estimate of the amounts of technical and financial assistance needed, associated costs, and the sources that will be relied upon, to implement each management measure.
  - f. Develop an information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the management measures that will be implemented.
  - g. Develop a schedule for implementing the management measures identified.
  - h. Develop a description of interim, measurable milestones for determining whether management measures are being implemented.
  - i. Develop a set of criteria that can be used to determine whether targeted load reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised.
  - j. Develop a monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (i) above.
- 2) **Stakeholder engagement sought to inform the drafting of the Plan**– Town of Easton Staff will generally be in charge of facilitating such meetings.
- a. Consultant may be asked to:
    - i. Attend meetings; and
    - ii. Present / discuss aspects of the assessment / project
- 3) **Preparation of the Draft Plan** – Consultant will prepare the draft planning document informed by the output from the assessment as well as stakeholder input. At a minimum the plan should include the following elements:
- a. Executive Summary
  - b. Introduction
  - c. Assessment
  - d. Goals and Objectives
  - e. Strategies for realizing the Goals and Objectives
  - f. Implementation
    - i. This section of the plan must include an “alternatives analysis” that provides justification for recommended strategies and/or restoration techniques based on such factors as 1) total cost, 2) cost per pound of nutrient / sediment reduced or habitat enhanced, and 3) location of

installed practice. These justifications should discuss the range of strategies or techniques that were considered and the rationale for choosing the recommended approach for each action project identified.

4) **Presentation of the Draft Plan to Town of Easton decision makers** - Town of Easton Staff will generally be in charge of facilitating such meetings.

- a. Consultant may be asked to:
  - i. Attend meetings;
  - ii. Present aspects of the plan; and
  - iii. Update the draft based on direction from the Town.

5) **Publication of the Final Plan**

- a. Consultant will be required to deliver to the Town one electronic copy of all documents in a format acceptable to the Town of Easton (e.g. text files, ArcGIS files)

**VI. Schedule:**

1) Assessment:	02/01/12 – 05/31/12
2) Stakeholder engagement	06/01/12 – 07/15/12
3) Preparation of the Draft Plan	06/01/12 – 08/31/12
4) Presentation of the Draft Plan	09/01/12 – 11/30/12
5) Publication of the Final Plan	02/01/13

**VII. Selection of the Consultant:** The Town of Easton reserves the right to reject any or all bids when in our judgment the public will be better served.

1) **Consultant Evaluation and Selection Process**

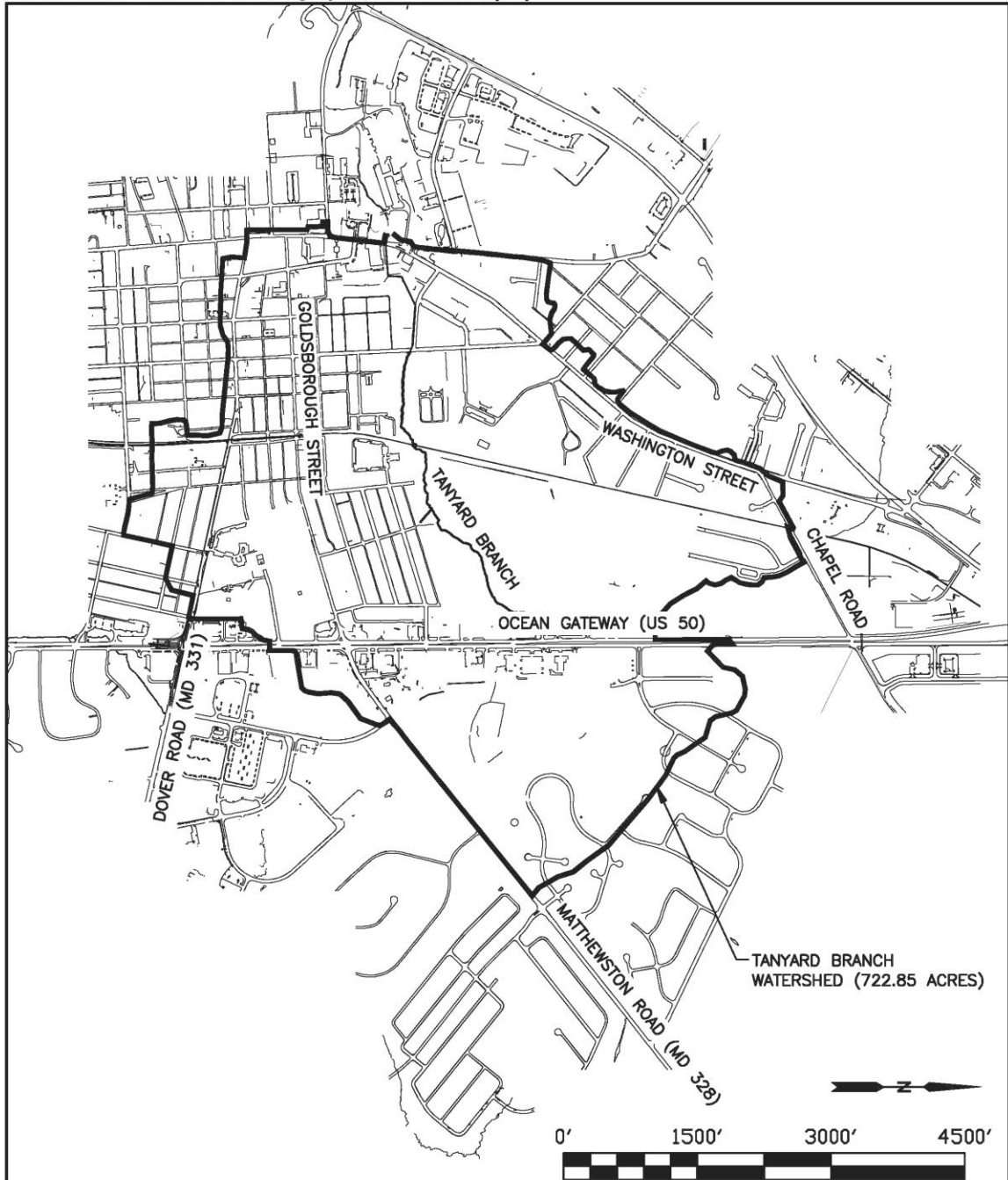
- a. The Town of Easton shall review the qualifications of respondents and shall uniformly evaluate them. An objective process will be used to evaluate qualifications. Criteria to be considered in the evaluation of respondents for submission of proposals will include:
  - Specialized experience and professional competence.
  - Past record of performance on contracts with the Town of Easton or with other entities.
  - Capacity of the respondent to perform the work.
  - Avoidance of personal and organizational conflicts of interests prohibited under State and local law.
- b. Information obtained in these evaluations shall be treated as confidential except when Federal, State or local law requires disclosure.
- c. At no time during the entire procurement process shall information, which would provide an unfair competitive advantage, be conveyed to any candidate.
- d. The Town's evaluation must be made solely on the basis of the technical and other evaluation criteria stated in the solicitation. These evaluating factors should include, as appropriate, the following factors:

- The quality of the work (or items) to satisfy minimum project needs;
  - Prices quoted, and consideration of other prices for the same or similar items or work;
  - The business reputations, capabilities, responsibilities and past performance of the respective persons or firms who submitted proposals;
  - Delivery requirements;
  - Capacity to perform work within required time limits;
  - Requirements for the avoidance of personal and organizational conflicts of interest.
- 2) **Award of Contract:** The Town of Easton intends, but is not limited to, awarding contract to the lowest responsible bidder. The Town reserves the right to reject any and all bids or portions thereof, when in their reasoned judgment the general public will be better served thereby.
- 3) **Submit Quotes by:** all quotes must be received **no later than 4:00 PM on January 30, 2012**. Respondents are encouraged to provide a quote for the entire project but are free to provide a quote(s) for a specific portion (items 1-5) of the work to be performed. All quotes must be submitted to the contact listed in Section VIII of this document.
- 4) **Sample work:** In addition the quote, all respondents are required to submit sample work (watershed assessments / plans completed by the respondent) and / or evidence to confirm the respondent's qualifications in completing the subject project.

#### **VIII. Contact:**

Zach Smith – Town of Easton, Planning and Zoning Office, 14 S. Harrison St. P.O. Box 520; Easton, Md. 21601, 410-822-1943, [zachsmith@town-eastonmd.com](mailto:zachsmith@town-eastonmd.com).

#### **IX. Map of the Tanyard Branch Watershed:**



**DAVIS,  
BOWEN &  
FRIEDEL, INC.** ARCHITECTS ENGINEERS SURVEYORS

SALISBURY, MARYLAND (410) 543-9091  
MILFORD, DELAWARE (302) 424-1441  
EASTON, MARYLAND (410) 770-4744

## TANYARD BRANCH WATERSHED

2011-2012 Watershed Assistance  
EASTON, MARYLAND

Date: SEPT 2009

Scale: 1"=1500'

Proj.No.: 1495B001